



HAWAII STATE  
DEPARTMENT  
OF HEALTH

**Developmental Disabilities Division  
Case Management Branch  
Outcomes and Compliance Branch**

**HTH 501-10  
SECURITY PATROL SERVICES FOR WAIMANO COMPLEX**

The Department of Health, Developmental Disabilities Division (DOH-DDD) is requesting written comments from potential vendors to the attached scope of work that will be used for the upcoming Request for Proposal (RFP) by 4:30 p.m. Monday, August 26, 2013. The RFP will be for security patrol services for the DOH-DDD complex located at 2201 Waimano Home Road, Pearl City, Oahu, Hawaii.

The complex is comprised of 6 detached buildings, court yard, and parking lot open field between the DOH-DDD and the Pearl City Cultural Center. The property is estimated to be about 20,000 square feet.

Security patrol services are requested as a deterrent against criminal activities on or to any building on the property. The contract is tentatively planned to be for a five (5) year period beginning January 1, 2014 through December 31, 2019.

Written comments may be submitted by 4:30 p.m. August 26, 2013 by email or mail to: [jean.luka@doh.hawaii.gov](mailto:jean.luka@doh.hawaii.gov) or Jean Luka, Department of Health Developmental Disabilities Division, Case Management Branch, 3627 Kilauea Avenue, Room 104, Honolulu, Hawaii 96816. Please make sure if you are emailing your comments to put in the re: line (re: HTH 501-11 Security Patrol Services).

Participation in this RFI is optional and not required in order to respond to any subsequent procurement the purchasing agency may take. Neither the purchasing agency (Department of Health) nor the interested party responding has any obligation under the Request for Information.



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# SCOPE OF SERVICES

The CONTRACTOR shall provide security patrol services to the Department of Health ("DOH"), Developmental Disabilities Division ("DDD"), Waimano Hale Complex located at 2201 Waimano Home Road, Pearl City, Hawaii. The CONTRACTOR shall furnish all labor, equipment, tools, and materials to perform all services specified herein.

### GENERAL DESCRIPTION

The CONTRACTOR shall provide security patrol services to safeguard and protect facilities, property and personnel at the DOH, DDD, 2201 Waimano Home Road, Pearl City, Hawaii, as specified herein. The CONTRACTOR shall:

- a. Provide uniforms and name tags for all employees providing services under this Contract. Uniforms and name tags shall be worn at all times while on duty. Shoes and socks shall be worn while on duty.

All employees providing services shall be without side arms, but may be provided with crowd dispensing devices by the CONTRACTOR only if properly trained in their usage and to protect the safety of all individuals, including state personnel, the public and security employees.

- b. To deter unauthorized entrance or activities on the grounds, remain on the Waimano Hale complex grounds during hours of patrol in an area that is visible to the public.
- c. Install a monitor system (i.e. GS 3000 Patrol Guard Tour System) with a minimum of six (6) check stations for reporting of officer compliance.
- d. Provide one security employee to conduct security patrols of the Waimano Hale Complex as follows:
  - 1) Monday through Friday - 5:00 p.m. to 7:00 a.m.
  - 2) Saturday, Sunday, and Hawaii State Holidays – twenty-four (24) hours each day.

The schedule listed above shall be subject to change upon mutual written agreement by the CONTRACTOR and DDD.

The DDD will allow the CONTRACTOR two (2) fifteen (15) minute breaks per six (6) hours of work. Break times shall be staggered and not combined to exceed fifteen (15) minute increments.



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- e. Check each building (windows, doors, screens) and the exterior property of the complex. The security guard on patrol shall lock or cause to be locked all security gates or doors by 6:00 p.m., Monday through Friday.
- f. Maintain a listing of telephone numbers, including, but not limited to, DDD staff, State Security, Sentinel Alarm, police, fire, and ambulance. Contact the appropriate agency or agencies in event of an emergency.
- g. Remove unauthorized loiterers, vendors, and suspicious persons from the premises. Contact the Honolulu Police Department to assist in issuing trespass notices, if necessary.
- h. Develop an efficient security control system which shall include but not be limited to, maintenance of a daily log that shall include date and time of patrol, name of patrol officer, and events and activities that have occurred during each shift. The CONTRACTOR shall make the daily logs available to the DDD within 24 hours of request.
- i. Submit in writing to the DDD, incidents involving removal of unauthorized persons from the premises, unlocked doors and gates, property damage and destruction, graffiti, illegal dumping, and follow-up actions within twenty-four (24) hours of such incidents.
- j. Follow and enforce applicable federal, state and county rules and regulations for the protection and security of personnel and property for the DOH.
- k. Comply with Section 463-10.5, Hawaii Revised Statutes, requiring all guards, agents, operatives, and assistants employed by a guard agency, private business entity, or government agency who act in a guard capacity to register with the Board of Private Detectives and Guards (Board), and meet registration, instruction, and training requirements prior to acting as a guard. This requirement will take effect on January 1, 2014.
- l. The DDD reserves the right to terminate this Contract for any cause with thirty (30) days notice to the CONTRACTOR.
- m. The awarded vendor must comply with General Conditions and Special Conditions. Specifically, the vendor shall obtain, maintain, and keep in force throughout the period of this Contract the following types of insurance:
  - a. General liability insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for



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bodily injury and property damage liability arising out of each occurrence and TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) aggregate.

- b. Automobile insurance issued by an insurance company in an amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per occurrence.

The insurance shall be obtained from a company authorized by law to issue such insurance in the State of Hawaii (or meet Section 431: 8-301, Hawaii Revised Statutes, if utilizing an insurance company not licensed by the State of Hawaii).

For both the general liability and automobile liability insurance, the insurance coverage shall be primary and shall cover the insured for all work to be performed under the Contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith. The PROVIDER shall maintain in effect this liability insurance until the STATE has certified that the PROVIDER's work under the Contract has been completed satisfactorily.

Prior to or upon execution of this Contract, the PROVIDER shall obtain a certificate of insurance verifying the existence of the necessary insurance coverage in the amounts stated above. The parties agree that the certificate of insurance shall be attached hereto as Exhibit " " and be made a part of this Contract.

Each insurance policy required by this Contract shall contain the following clauses:

- (1) The State of Hawaii and its officers and employees are additional insured with respect to operations performed for the State of Hawaii.
- (2) It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.

The certificate of insurance shall indicate these provisions are included in the policy.

The PROVIDER shall immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its certificate of insurance forms be cancelled, limited in scope, or not renewed upon expiration.

If the scheduled expiration date of the insurance policy is earlier than the expiration date of the time of performance under this Contract, the PROVIDER, upon renewal of the policy, shall promptly cause to be provided to the STATE an updated certificate of insurance.



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**Payment Schedule:**

The STATE will make monthly installments upon the submission by the CONTRACTOR of monthly invoices. The STATE shall withhold the last monthly installment until final settlement of this Contract.

Monthly installments shall be made on a cost reimbursement basis. Invoices shall be accompanied by expenditure reports for the billing month and certified by the CONTRACTOR to contain expenditures actually incurred for the services provided under this Contract.

The expenditure reports shall be reviewed by the STATE and shall be subject to the STATE's preliminary determination of appropriateness of the reported expenditures.

**Contact:** Jean Luka, Supervisor, CRDS, CMISB, DDD, DHHC, 3627 Kilauea Avenue, Room 104, Honolulu, Hawaii 96816, Phone: (808) 733-9178

Susan Sam, PHAO, CMISB, DDD, DHHC, 3627 Kilauea Avenue, Room 104, Honolulu, Hawaii 96816, Phone: (808) 733-4113

**Specifications:** Open to all vendors in Hawaii only

**Contract Period:** Five Years (January 1, 2014 through December 31, 2018)